



## Job Announcement

<http://www.mdcourts.gov>

<b>Opening Date:</b>	May 21, 2015	<b>Closing Date:</b>	June 4, 2015
<b>Job Title:</b>	District Court Clerk I/II	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	001014	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Cecil County District Court Elkton, Maryland	<b>Grade/Salary:</b>	J5 \$28,973-\$34,289 J6 \$30,761-\$36,447
<b>Financial Disclosure:</b>	No		(Depending on Qualifications)

**Essential functions:** Specialized clerical work involving civil court proceedings as well as cashiering functions. Provides information and assistance to citizens, lawyers and police officers at the counter and over the phone. Creates files, enters information, and updates existing case information in computer. Processes D/V and P/O filings, and enters information into DV Office Assistant program. Processes all L/T filings and issues to Sheriff. Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures. Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures. Serves as back up cashier accepting all payments to the Court and validating through the cash register. Verify monies and daily reports from cash register. Prepares files for transfer to Circuit Court. Performs other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Customer service experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer, cash register, calculator, copier and facsimile. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person and on the telephone. Customer service skills. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions, comments and notations. Ability to learn specific court related software applications. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below by 4:30pm on the closing date. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.